

STUDENT GOVERNMENT DAYS 2013

Wednesday April 3rd and Thursday April 4th

Ever wanted to know how the Town Government works? Ever considered working for the town or want to learn more about future careers? This is a great opportunity to learn new jobs and to run the town for the day. Join Mayor's Youth Advisory Committee for this two day event and be a part of your city government. Please fill out the application and turn it in to the counseling or career service office by **Wednesday, March 6th**. We must have your full address and ZIP code so we can send your acceptance letter. ***Please fill in all five choices. If you do not get your first choice we will try to give you one of the other choices you have picked.***

PLEASE PRINT CLEARLY

Name: _____ School ID # _____

Address: _____ City _____ ZIP _____

Phone Number: _____ Grade: _____ School Name: _____

Email _____

All Positions will be a part of the Town Council Meeting on Day 2.

1) Choose a position and alternates that you would enjoy filling.

1st Choice _____

2nd Choice _____

3rd Choice _____

4th Choice _____

5th Choice _____

2) Why does Student Government Days appeal to you? Why do the above chosen positions appeal to you?

3) What do you feel you could contribute to Student Government Days?

4) If chosen, what do you hope to learn from this experience?

The consent form below must be filled out in order for your application to be considered for a position at Student Government Days. If your parent does not sign your application it will be rejected. If you are 18 and can excuse yourself please write that on your application.

EXCUSED ABSENT CONSENT FORM

_____ has permission to attend Student
Student's Name

Government Days on April 3rd and April 4th with Mayor's Youth Advisory Committee.

Parent Signature _____ Date _____

**If you have any questions, please contact Mayor Youth Advisory Committee Advisor
Jennifer Hood at Jennifer.Hood@gilbertaz.com or 480-635-7709**

STUDENT POSITIONS

Town Manager – Oversees all of the operations and functions performed by the staff for the Town of Gilbert. Supervises all department directors like the police chief, fire chief, finances director, etc. and reports directly to the Town Council.

Assistant Town Manager – Assist the Town Manager with the running the Town. Administers the department budgets and develops short and long term projects.

Town Clerk – Plans and manages local elections, contract review, business license and registration, Town Council agenda and maintains the official town records.

Mayor –The Mayor is in charge of running the town and town council meetings where the decisions are made and voted on that affect Gilbert and it's citizens. Learn about local government and running a town meeting, were you will vote on actually town issues. Watch Live Town Meetings on Gilbert Channel 11.

Vice-Mayor - Is in charge if the Mayor is ever unavailable. The Vice Mayor also as a member of the Town Council and therefore is a part of town meetings and voting on town issues.

Councilmember (*5 Positions*) – Works with the Mayor and Vice Mayor to make decisions about the Town and what changes need to be made. Learn about Local Government and how to run town meetings by actually running a meeting and voting on issues that are presented.

Concerned Citizen (*Unlimited Positions*) – An opportunity to have an issue that is important to you heard by the Student Town Council. As a citizen you may present important issues to the Town Council for their information and you can challenge the Council on issues.

Intergovernmental Relations Manager – Works between the Town and the State Legislator to promote town interest. Reports to the Town Council on bills and legislation that would impact Gilbert.

Management & Budget Manager- Manages Gilbert's town budget. Is in charge of budget preparation, long-range financial forecasting, and monitoring if the town is spending and receiving money as predicted.

Human Resource Director – Plan, direct and manage benefits, compensation, employee relations payroll, personnel policy, recruitment, risk management and environmental safety.

Town Engineer – Coordinates and manages operations of division which includes traffic engineering and traffic operations, development and capital improvement.

Facilities Maintenance Manager- Manages and coordinates maintenance, repair and custodial maintenance of building systems and equipment. Oversees and assists with electrical, plumbing, construction, building inspections, and needed repairs.

Water Resource Manager- Work with homeowners and businesses in Gilbert to conserve water. Help identify water wasting behaviors. Learn what Gilbert is doing to conserve water.

Finance & Management Services Director – Coordinates and organizes the activities of the Finance & Management Departments which includes accounting, purchasing, facilities fleet, sales tax auditing, and utility billing.

Recreation Manager- Oversees the recreation programs, facilities, activities and special events for Gilbert.

Development Services Director- Oversees the Development department which includes overseeing planning & development, redevelopment & economic investment, permit and plan review services, inspection & compliance services, business development, customer service & records management processes. In charge of issuing permits for special functions and events.

Fleet Services Manager- Coordinates and maintains Gilbert's vehicles and equipment.

Neighborhood Services – Provides assistance to neighborhoods, community groups and businesses working to improve neighborhood safety and quality of life issues. Develops marketing strategies to promote programs and directs citizens to community resources.

Parks & Recreation Director – Organizes and coordinates operations and activities for the Parks, Recreation, Riparian Program, Cultural Program and Library Services.

Economic Development Manager- Attract and retain businesses and industry to Gilbert which helps Gilbert grow and become a stronger community. Learn how to work with businesses and the Town Government to bring businesses here rather than neighboring towns and states.

Media & Community Relations Administrator – Provides communication services to the town by preparing and advising management on public information, maintain media and community relationships, and coordinates marketing and social media strategies.

Information Technology Director –

Chief Digital Officer- Keeps the computers, phones, police/fire radios and cable/wireless networking systems running properly. Provides support for software and technology assistance throughout the town.

Fire Chief – Directs the activities and operation of the Fire Department

Assistant Fire Chief (2 Positions)– Assist in the Chief in directing the operation of the Fire Department

Police Chief - Plans and directs the activities and operations of the police department

Police Commander (2 positions) - Provides highly complex staff assistance to the police chief on patrol issues

Police Support Services Manager- Directs the activities and operations of the support staff of the police department.

Presiding Judge – Head judge for the Gilbert Municipal Court. Makes decisions on criminal cases and determines the consequences for a criminal act. You will learn about the law and observe court cases.

Town Prosecutor – Prosecutes Criminal Misdemeanor cases at the Town Municipal court. You will learn about law and observe court cases.

Inspection & Compliance Service Manager- Coordinates and manages inspection and compliance to building, engineering, code compliance, traffic, planning and fire code to ensure compliance with codes, laws and standards.

Public Works Director – Oversees streets, solid waste, water, pests and wastewater operations. This department handles problems with traffic signals, unwanted pests around the house and can explain how to drain a swimming pool so it meets Gilbert guidelines.

Planning Manager – Oversees long range and current planning, preparing plans/guidelines for managing growth and assisting management and developers with planning/development issues.

Public Information Officer – Primary role is to inform, educate and engage the public. Duties include public relations, marketing, internal communications, media relations, social media. Promotes the Town, and responds to information requests.

Riparian Institute Administrator – Manages the 110 acre Riparian Preserve as well as the Gilbert Rotary Centennial Observatory. Plans and coordinates educational and informational programs for riparian lands and areas. For more about the Preserve check out

www.riparianinstitute.org.